Perform a Shift Audit

1. Log in
2. Do room audit. Run <u>In House</u> report. (Report, In House Report, Render Report,) Compare information on each guest's registration ("reg") card to the information in the system.
3. Verify address has been recorded in the system and all spelling is correct.
4. Verify rate and dates of stay. If the rate on the card is different from the one in the system research the change. If rate on card has been manually adjusted – use that negotiated rate in the guest's folio. Otherwise, the rate should be set to the rate on the reg card and alert all other front desk staff of the change.
5. Run the Transactions Report filling in the Start Date and End Dates as follows for the various shifts: Print report. The total from Cash Category is the amount that should equal the bank deposit.